



CAPITOL HILL WEDDING/DANCE APPLICATION

PLEASE PROVIDE THE FOLLOWING INFORMATION

(Please type or print clearly)

Event Name: _____
(For example: Smith Wedding, SLC Prom)

Contact Name: _____
(Name of Person responsible for supervising the event during set up, take down, clean up and duration of event)

Telephone Number: () _____ **Cell:** () _____

Fax: () _____ **Email address:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Requested Event Date: _____

Set Up Time: _____ **Event Start Time:** _____ **Event End Time:** _____

Anticipated Number in Attendance: _____

Contact Information for Photographer or Music Provider (if applicable): _____

Catering Contact: _____

Note: You are welcome to use Salt Lake Community College Capitol Catering, or one of our outside approved caterers: Cuisine Unlimited, Culinary Crafts, Landmark II Catering, Marvell Catering, or The Point Restaurant. Please be aware that the use of an outside approved caterer does incur additional charges for the event. Surcharges are as follow: Sit-down charge for lunch/dinner: \$5.00/person. Reception charge: 10% of total catering bill.

Please call Capitol Hill Dining Services at (801) 538-1095 for information about food services at the Utah State Capitol Complex. Please inquire for a list of approved private caterers and associated fees. A schedule of costs and fees is available for viewing at www.utahstatecapitol.utah.gov.

EVENT LOCATION

- | | |
|--|---|
| <input type="checkbox"/> Rotunda (M-Th \$2000; Fri-Sun \$2300) | <input type="checkbox"/> Capitol Grounds (see CPB) |
| <input type="checkbox"/> Hall of Governors (\$1300) | <input type="checkbox"/> State Room (\$1,000/event) |
| <input type="checkbox"/> White Chapel (\$500) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Plaza (\$1300/event or \$200/hour) | |

SET UP/EQUIPMENT

Please mark the equipment you need for your event. **Please submit the corresponding diagram of the set up for your event.** Please also indicate needed equipment on your diagram.

(Note: White Chapel capacity in pews is 160. No alternative setup available. No food permitted.)

EQUIPMENT	CHARGE PER ITEM	NUMBER NEEDED	TOTAL
Chairs	\$1.50 each		
Tables (including catering/display/gift/sign-in)	\$7.00 each		
Extension Chords	\$5.00		
Riser (4x6 feet, up to 4 sections available)	\$25.00 each		
Portable PA System (With or with out Microphones)	\$250.00		
Standing Microphone	\$15.00		
Podium and Mic	\$35.00		
Baby Grand Piano	\$200.00		
Upright Piano	\$50.00		
Easel	\$10.00 each		
Rental Space (ie: Rotunda, Hall of Governors)			
EQUIPMENT TOTAL			
Security – Additional officer required for events with 400-800 attendees.			
2 additional officers required for events with 800 or more attendees.		\$50.00/Hour, Per Officer	
On-site Event Coordinator (optional)		\$50.00 /Hour, Per Person	
Set-up/Take Down Labor		\$50.00/Hour, Per Person	
Rotunda Rental	Monday – Thursday: \$2,000. Friday – Sunday: \$2,300		
Janitorial	\$50.00/Hour – to be billed after event		
Attendant (required for groups of 400 and over)		\$50.00/Hour	
TOTAL			\$

PROOF OF LIABILITY INSURANCE: A one million dollar insurance policy is required to rent the Rotunda, as identified in the Schedule of Costs and Fees. This is called a "special event policy", usually in the form of an Accord certificate with the co-certificate or co-insured denoted as the Capitol Preservation Board, 350 N State Street, 120 State Capitol, Salt Lake City, UT 84114 included in the paperwork. This may generally be purchased through your local insurance provider.

PAYMENT

Fifty percent of the total cost for the event is due with the application in order to secure your venue. The balance is due one week prior to the event. **A \$10 administration fee applies to all applications.** Payments can be made with cash, check, Master Card, Visa or any type of certified funds, in the following ways:

- ❖ **By email or phone.** You may email or call Karrie Thorne at karriethorne@utah.gov, or (801) 538-1189, with payment information.
- ❖ **In person.** You may submit payment in person the Capital Preservation Board Office, Room 120, located inside the north doors of the Capitol on the 1st floor, between the hours of 9:00AM to 3:00PM, Monday through Thursday.

I acknowledge as sponsor/ responsible party of this event or exhibit:

I have reviewed a copy of the Capitol Hill Complex Facility Use and Fee Schedule. I have read, understand, and will abide by all the provisions, requirements and procedures governing the use of the Capitol Hill Complex. I understand, that among the other requirements of the Rules, that I:

- ☐ Am responsible for damages incurred as a result of the event and will pay to have the area used for the event restored if damage occurs.
- ☐ Will indemnify and hold harmless the State of Utah for damage or loss to the State arising out of the conduct of such use or activities on the Capitol Hill Complex.
- ☐ I understand that the event permit is not transferable. The purpose, time and place and other conditions of the permit may not be changed without advance written consent of the Executive Director. The Executive Director may revoke the permit for violation of law, violation of permit, or if safety or health of person is threatened.
- ☐ I may cancel the event and receive full refund of fees and deposit if written notice is received by Executive Director not less than 30 days prior to scheduled event. Failure to timely cancel will result in forfeiture of any deposit and fees.
- ☐ I understand the rules which apply, but are not limited to: No Alcohol on Capitol Hill; No attachment of any sort to the building (ie: taping to the walls, hanging décor from balconies); No open flame of any kind; No helium balloons; No outside food; No access to Gold Room.
- ☐ I understand that all changes to the event set-up on the diagram must be submitted no later than 48 hours prior to the event. If changes are made at least 48 hours in advance, a new event diagram must be submitted.

Signature of Applicant: _____ **Date** _____

Name (Please Print): _____

Capitol Preservation Board Scheduling Office
120 State Capitol, P.O. Box 142110, Salt Lake City, Utah 84114
Phone: 801-410-0011 Fax: 801-538-3221
E-mail: capitol scheduling@utah.gov



Capitol Rotunda

Capacity 2,500
1,500 seated

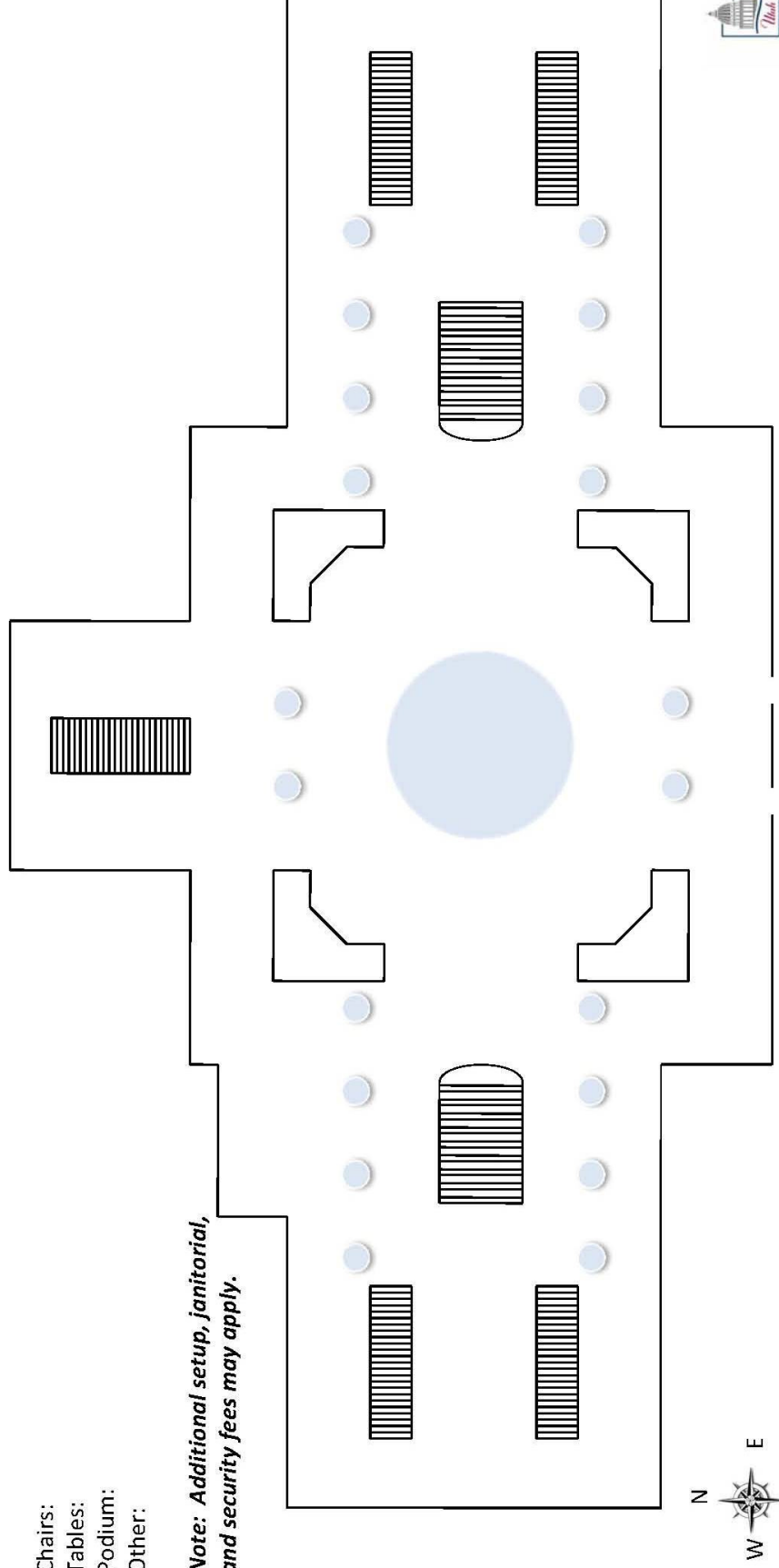
Name:
Contact phone:
Event Date:
Number of Attendees:
Time and Duration of event:

Please clearly note preferred set up configuration on diagram

Requested Equipment (please see fee schedule):

Chairs:
Tables:
Podium:
Other:

*Note: Additional setup, janitorial,
and security fees may apply.*



Please submit completed diagram, attention Capitol Scheduling, to either (fax) 801.538-3221, or (email) capitalscheduling@utah.gov